

**Subject:** Monthly QI meeting

**Location:** 133

**Start:** 1/18/2008 11:00 AM

**End:** 1/18/2008 12:30 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** DiNatale, Margaret (DPH)

**Required Attendees:** DiNatale, Margaret (DPH); Han, Linda (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Smole, Sandra (DPH); Werner, Barbara (DPH); Goldbaum, Robert (DPH); Liu, Donghui (DPH); Konomi, Raimond (DPH); Chen, Karen (DPH); Wang, Xingtai (DPH); Hennigan, Scott (DPH); Krumholz, Glenn (DPH); Boyd, Rozelta (DPH); Stiles, Tracy (DPH); Belanger, Peter (DPH); Kazianis, Arthur (DPH); Westerling, Judith; Gauthier, Cheryl (DPH); Nassif, Julianne (DPH); Alfonso, Felipe (DPH); Servizio, Paul (DPH); Clemmer, Jill (DPH); Salemi, Charles (DPH); Elvin, Paul (DPH); Kane01, Peter (DPH); Szymczak, Elizabeth (DPH); Borne, Alan (DPH); Jacobsen, Patricia (DPH); Rubin, Alan (DPH); Jenner, Jennifer (DPH); Ridley, Stephen (DPH); Preval, Margaret (DPH); Caloggero, Dina (DPH); DiNatale, Margaret (DPH); Gilchrist, Mary (DPH); Nagle, Austin (DPH); Rivera, Tanya (DPH); Piro, Peter (DPH)

**Resources:** 133

#### Agenda

**1. Develop criteria to assist differentiating issues that should be handled as problems from those handled as a corrective action**

Laboratory Supervisors and Directors should have examples of issues identified during their record review

during the months of November and December. We will discuss several different types of issues identified

and begin to define some criteria to differentiate problems from corrective actions.

If a Lab Supervisor wishes to use a handout, please ensure that all patient identifiers are removed.

**2. Laboratory Supervisors and Directors identify management reports - Dina Caloggero**

Management reports that will assist you in monitoring areas critical to patient testing and turn around times or

other areas of testing that are critical in your lab setting.

**3. Accuracy and precision of performing gravimetric pipette calibration for small volume ( < 100 ul )**

**pipettes**

Jill Clemmer will present data obtained from gravimetric pipette calibration for small volume pipettes (< 100 ul). Please include the type of balance used for the calibration data that will be presented.

**4. Review the Proficiency Testing In House Self Evaluation Form - Peggy DiNatale**

**5. Laboratory Audits - Peggy DiNatale**

- a. Review QA SOP, QA.010, Laboratory Audits
- b. Distribute the 2008 schedule of Laboratory Audits